



State of New Hampshire
Department of Administrative Services
Division of Personnel
State House Annex
25 Capitol Street
Concord, New Hampshire 03301

LINDA M. HODGDON
COMMISSIONER
(603) 271-3201

KAREN D. HUTCHINS
DIRECTOR OF PERSONNEL
(603) 271-3262

TRAINING DEVELOPMENT MANAGER
NEW HAMPSHIRE DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL
(Grant funded for 3 years)
\$42,841.50 - \$50,914.50

The State of New Hampshire, Department of Justice, Office of the Attorney General, has a vacancy for a Training Development Manager.

SCOPE OF WORK: To assess, plan, develop, provide and evaluate training and staff development for the Department of Justice with a particular emphasis on electronic and technical presentations for criminal prosecutions, crime prevention education and the training of local law enforcement and local prosecutors.

Applications will be accepted until close of business on August 7, 2009.

ACCOUNTABILITIES:

- Designs, implements and supervises training and staff development programs and technical assistance including training for attorneys, paralegals, and support staff in the development and presentation of electronic based communications.
- Researches and determines optimum electronic presentation modalities for court jury and bench trials and for law enforcement and public crime prevention education.
- Reviews criminal case files to identify and then designs layouts, and organizes complex fact patterns, scientific evidence, electronic records, and graphic exhibits to fairly and accurately present evidence in a criminal proceeding.
- Designs and implements Video, PowerPoint, Interactive-Web' based training, and other electronic presentations educating law enforcement and the public regarding criminal laws, crime prevention, consumer protection, and voting rights.
- Identifies, recruits, organizes and supervises training for prosecutors, paralegals, support staff, and law enforcement in effective communication practices and techniques.
- Supervises and trains other staff members designated as training coaches for their particular bureau or unit.

- Reviews case files and training event plans and prepares press releases and media kits to optimize the public understanding of pending matters and participation in training events by targeted audiences.
- Researches and disseminates current literature and professional publications on trial presentation tactics and techniques.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with major study in communications, criminal justice, public administration, psychology, adult education, or related fields. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: Five years' experience in staff development, training, or education with at least one year in a supervisory capacity

HOW TO APPLY: An official application for employment may be obtained from New Hampshire Division of Personnel, 25 Capitol Street, Concord, New Hampshire 03301 (603) 271-3261 or 3262 and is available on the Internet at www.admin.state.nh.us/hr.

Please submit your application to Doreen F. Sheppard, Human Resources Paralegal, Office of the Attorney General, 33 Capitol Street, Concord, New Hampshire 03301 (603) 271-3658.